



Artist Development Grant | FY2024 Application Preview

This is not the application for the Artist Development Grant, but a list of the questions you'll be expected to answer in the [online grant portal](#). **Character limits, when applicable, may be found in parenthesis beside each question, and include spaces, individual characters, and punctuation.**

Applicant Information

1. First name
2. Last name
3. Email address
4. Phone number
5. Mailing address
6. City
7. State

Just enter the two-letter abbreviation (e.g., VT).

8. ZIP
9. County
10. I confirm that I have been a Vermont resident for one year prior to my submission date and will continue to be a Vermont resident at the time of an award.

11. Preferred pronouns (optional) *Select from the following list:*

- he/him/his
- she/her/hers
- they/them/theirs
- other:

12. I am applying as a(n):

- group
- individual

If you are applying on behalf of an artist's group, you will also answer the following questions:

13. Group's name
14. List the other members of the group. Include their role in the project. (2,000 characters)
15. Did you receive previous grants from the Vermont Arts Council?
 - Yes
 - No

15a. If yes, I confirm that I submitted all reports for previous grants.

Grant Request

1. Amount of the grant request

You may apply for any amount up to \$2,000—we strongly encourage applicants to apply for the LEAST amount of funding necessary for their request. Money is limited, and we want to be able to support as many artists as possible.

2. Select your artistic discipline from the following list:

- crafts
- literary arts
- media & design arts
- multidisciplinary arts
- other
- performing arts (includes music)
- visual arts

3. Start date

Proposed activities must occur after September 26, 2023.

4. End date

Proposed activities must end no later than August 31, 2024.

5. Describe your request by completing this sentence: “Grant funds will be used to support...” (200 characters)

Be brief. This is the language for your contract (if you receive a grant). You’ll have a chance to describe the project in detail in the rest of the application. [View examples on our list of Recent Grantees.](#)

6. If you are requesting funding for assistance with studio rent, provide a copy of your lease.

6a. I confirm that the space is not in my home or a building I own.

Project Narrative

You have the option to respond to the narrative questions in writing or by recording your answers as audio or video files. The online application will have two separate tabs: Option 1 Written Narrative and Option 2 Recorded Narrative. You only need to select one option to answer the narrative questions.

*If you decide to record your answers, keep the recording simple and to the point. Each of your recorded answers should be no longer than 3 minutes. The production quality of recordings will not be considered in your review. Just make sure we can hear and understand you and keep editing and postproduction embellishment to a minimum. **The audio or video recording needs to be an accessible link (e.g., YouTube, Vimeo, Soundcloud, etc.) that does not require a password or user account to view.***

1. Describe your status as a practicing artist. What is your art form or area of artistic expression? How long have you worked in your creative medium? How much time do you regularly devote to your artistic practice? (500 characters)

Project Narrative (continued)

2. Describe what you need funding for. For example: to attend a professional conference, to hire a photographer or website developer, to rent a studio space outside of your own home, to take a workshop, etc. [See a list of eligible expenses in the guidelines.](#) (1,000 characters)

3. Describe how your proposed activity will help enhance the mastery of your craft or skill and/or help increase the viability of your business. (1,000 characters)

4. Why is this important? Is there something you can't do now that this activity will help you achieve? Is there a rare or important opportunity that this funding would help you take advantage of? If so, tell us more. (1,000 characters)

Key Individuals

Give us more information about the credentials of any individuals—other than yourself—involved in this activity. This could be instructors, consultants, professional photographers, videographers, etc. Why are they key to your proposal? Have you researched other sources? If they have a website or there's a link with more information about them, please share that with us. You can include up to five individuals. ***If no one else is involved in your proposal, leave this section of the online application blank.***

1. Key Individual #1 (1,000 characters)

1a. Website/Link:

2. Key Individual #2 (1,000 characters)

2a. Website/Link:

3. Key Individual #3 (1,000 characters)

3a. Website/Link:

4. Key Individual #4 (1,000 characters)

4a. Website/Link:

5. Key Individual #5 (1,000 characters)

5a. Website/Link:

Budget

Provide a budget that lists all the expenses and income related to your project. Make sure your budget balances: total expenses should equal your total income. (Example: total expenses = \$525 and total income = \$525)

1. Expenses

List all the expenses related to your project. If you need additional lines in the online application, combine the remaining expenses on one line and describe them as “other”.

Examples of types of expenses include consultant fees, workshop fees, marketing costs, etc.

type of expense	expense amount	explanation (optional)
professional services	\$550	estimate from a professional photographer
Website upgrades	\$1450	
TOTAL EXPENSES	\$2000	

2. Income

List how you plan to cover the expenses listed above.

For example, your total expenses are \$2,000 and you are requesting a grant for \$500. What income will you use to cover the remaining \$1,500? These sources of income could be personal savings, donations, crowdfunding, other grants, etc.

source of income	income amount	explanation (optional)
grant request	\$500	Arts Council grant
personal savings	\$500	
crowdfunding	\$1000	
TOTAL	\$2000	

3. Do your total expenses equal your total income?

If not, adjust your expenses and income in the online budget until they are the same.

4. If received, how might this funding impact your proposal? This is your opportunity to explain the importance of funding support. (1,000 characters)

5. If received, which specific expense(s) in the budget will the grant pay? Make sure the expenses listed here match what you've included in the expense section of your budget. (500 characters)

[Click here to review eligible expenses for grant funding.](#) If your expense isn't listed, [email Dominique Gustin](#) to verify eligibility.

6. While we will do all that we can to fully fund as many projects as possible, some proposals may be partially funded. If your proposal is selected for partial funding, is there a minimum amount that is absolutely necessary for your request?

Support Materials

Attach materials that tell us more about your request and related expenses. This might include your résumé, a consultant's written estimate, marketing samples, a workshop or conference brochure, acceptance letters, etc. You may also upload other media samples. ***Documents and images must be .pdf or .jpg and no larger than 5 MB.***

Practicing Artist

It's important for the panel to understand your work as a practicing artist. Be sure to upload an image, résumé, or provide a link to your website. You will need to check a box to confirm that you have provided at least one support material.

1. Attach your résumé (optional)

Accepted format .pdf or .jpg no larger than 5 MB

2. Website (optional)

3. Attach and image of your work (optional)

Accepted format .pdf or .jpg no larger than 5 MB

4. Check the box to the right to indicate that you have provided an image of your work, a website, and/or a résumé demonstrating your artistic practice or your work as an artist.

Proof of Costs

List any URL(s) or upload files that give us more information about the costs for a residency, conference, or workshop you are planning to attend; estimates or fees related to professional services you intend to contract with; cost of materials or equipment you plan to purchase; copy of lease agreements for renting a studio outside of your own home; travel expenses within the United States (international travel is not eligible for funding), etc. You will need to check a box to confirm that you have provided documentation for the expenses you are seeking funding to support.

1. Website/Link

2. Website/Link

3. Website/Link

4. Website/Link

5. Website/Link

6. Website/Link

7. Upload proof of cost

Accepted format .pdf or .jpg no larger than 5 MB

8. Upload proof of cost

Accepted format .pdf or .jpg no larger than 5 MB

9. Upload proof of cost

Accepted format .pdf or .jpg no larger than 5 MB

10. Upload proof of cost

Accepted format .pdf or .jpg no larger than 5 MB

Support Materials (continued)

11. Upload proof of cost

Accepted format .pdf or .jpg no larger than 5 MB

12. Upload proof of cost

Accepted format .pdf or .jpg no larger than 5 MB

13. Additional notes (optional) (250 characters)

14. Check the box to the right to indicate that you have provided media uploads and/or links for the expenses you are requesting support for.

Confirmation of Participation or Letters of Support

Attach any letters of acceptance, invitations to show your work, or letters of support here (optional).

1. Website/Link

2. Website/Link

3. Website/Link

4. Media upload

Accepted format .pdf or .jpg no larger than 5 MB

5. Media upload

Accepted format .pdf or .jpg no larger than 5 MB

6. Media upload

Accepted format .pdf or .jpg no larger than 5 MB

7. Additional notes (optional) (250 characters)

Demographics (optional)

In this section, the questions of race/ethnicity, gender identity, and disability are voluntary. The information will be used by the Council to improve our grantmaking. We will use this data to identify and evaluate:

- progress toward our diversity, equity, and inclusion goals
- barriers in the grantmaking process
- impact of funding programs

Information in this section will not be seen or used by panelists and will not influence the evaluation of your application.

1. Which of the following best describes your race/ethnicity?

(Check all that apply)

- American Indian or Alaska Native or Indigenous or First Nations
- Arab or Middle Eastern or Northern African
- Asian or Asian American
- Black or African American

- Hispanic or Latino/Latina/Latinx or Spanish origin
- Native Hawaiian or Pacific Islander
- White or Caucasian or European American
- I prefer to self-identify
 - Self-identify as:

2. Which of the following best describes your gender identity?

- female
- male
- non-binary/third gender
- prefer not to say
- prefer to self-describe
 - gender self-description:

3. Is the applicant a person with a disability?

- yes
- no
- prefer not to say

Agreements

You will need to agree to the following:

1. I hereby affirm that I, the applicant, am a legal resident of the state of Vermont and have been residing in Vermont for at least one year from the date of this application. I will be able to provide proof of residency if the Vermont Arts Council contacts me.
2. If funded, I agree to publicize in all communications that the activity is funded in part by the Vermont Arts Council and the National Endowment for the Arts. I understand that this will help to broaden the awareness of how public funding has benefited me and/or my community.
3. I also acknowledge that receiving grant funding will create certain final reporting requirements. I realize it will be necessary to complete this reporting within 30 days of project completion and include documentation.
4. I understand that failure to respond to any of the items requested in this application might seriously hinder its consideration. Furthermore, I understand and agree that any funds granted as a result of this application are to be used for the purposes set herein. Any changes to the project will be submitted in writing. Changes are subject to the approval of the executive director of the Vermont Arts Council.
5. I acknowledge that I am neither disbarred, suspended, declared ineligible, nor voluntarily excluded from participating or entering into contracts or receiving other monies from either the federal government or the State of Vermont.
6. I certify that the information contained in this application, including attachments and support materials, is true and complete to the best of my knowledge and that I represent the person authorized to commit the applicant to abide by the legal and other requirement as printed in the Council's grant guidelines.

Additional Information

1. How did you hear about this grant opportunity? You will select an answer from the following options:

- Other
- Vermont Arts Council e-newsletter
- Vermont Arts Council social media
- Vermont Arts Council website
- Word of mouth

2. Do you have a profile on [CreativeGround](#)? Consider using this robust directory to promote your work inside and beyond Vermont—and become visible to those who might hire, support, and collaborate with you.

CreativeGround is a project of the New England Foundation for the Arts (NEFA) and is a dynamic regional directory that celebrates and reflects the vital work of New England's artists, creatives, culture bearers, creative organizations, and businesses.

- I didn't know about this—I'll check it out
- no
- yes

3. An advisory panel comprised of knowledgeable and experienced peers reviews most of our grant programs and rosters. To ensure panels include a diverse set of voices and experiences, staff considers many qualities of panelists including artistic discipline, race/ethnicity, gender, regional connections, professional background, and artistic ability. Staff selects panelists from the field, including individuals nominated through our website. We welcome panelist nominations from all, including self-nominations. [Nominate a panelist using our online form.](#)

4. The Arts Council strives to make our application process as manageable as possible, and we value your input. Please consider sharing your experience and providing feedback through a [short survey](#) included in the online application.

Questions?

Send an [email to Dominique Gustin](#) or call her at 802.402.4602.